

Claremont Fan Court School



Job Description

Job Title:	Preparatory School Class Teacher – Key Stage 2
Reports to:	Head of the Preparatory School
Purpose:	To enhance pupils' learning by delivering an education that meets the children's needs and enables them to fulfil their potential; to foster the individuality of each child and impart appropriate spiritual guidance through the character quality programme; and to uphold the values and ethos of the school which is founded upon "a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them." (Geith Plimmer, co-founder of Fan Court School)



Principal Accountabilities

Teaching and learning

- Develop schemes of work and lesson plans to achieve curricular objectives
- Develop a learning environment through which each child has an educational experience suitable for their needs
- Work with other teachers to plan curriculum, activities and special projects
- Communicate to pupils the goals and process of learning
- Prepare and teach lessons that cater for the range of abilities within the class
- Ensure lessons take into account best contemporary practice, including the integral use of ICLT
- Teach lessons that show a balance between whole class instruction, small group learning and independent learning
- Teach lessons that demonstrate integration of the various curricular concepts
- Set and mark pupils' work according to school policies
- Give prompt and relevant feedback to pupils to praise achievements and identify targets

- Use appropriate models of assessment to measure pupils' progress
- Assess student learning on a regular basis in order to set new targets for development, in line with school policies and procedures
- Conduct formal and informal reporting to parents in line with school policies and procedures
- Ensure all children are achieving their full potential – and in the event that an individual is not, to identify it and discuss appropriate strategies with the Head of the Preparatory School

Pastoral

- Have an excellent understanding of child development, especially focused on the characteristics of the primary age group
- Create a classroom environment that nurtures a love of learning and fosters the development of citizenship, character and social qualities
- Be familiar with relevant information about each pupil before the new academic year begins (or before a new pupil joins)
- Establish relationships with pupils that make them feel secure and cherished
- Support students in their learning journeys
- Maintain class discipline and safeguard pupils' health and safety



Duties

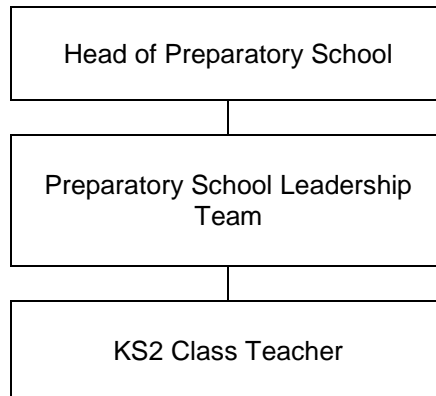
- Participate in, and make an effective contribution to, staff meetings
- Attend and support school assemblies and events
- Attend whole school meetings at the beginning of each term, weekly staff meetings, parents' evenings and open mornings
- Attend in-service training sessions at school or on relevant courses as appropriate
- Cover for absent staff on a roster basis
- Carry out supervision duties before, during and after school on a roster basis
- Take an extra-curricular club or activity each term
- Support PTA activities as appropriate
- Teach different subject areas or age groups if needed
- Team-teach with other teachers in the year if appropriate
- Undertake any additional tasks to support the students and the school, as reasonably requested by the Head of the Prep School

Professional Responsibilities

- Understand and support the ethos of the school
- Demonstrate a commitment to quality with a high regard for ethics in all aspects of daily teaching
- Strive for continuous professional growth and development
- Share results of individual best practice with colleagues
- Maintain accurate records
- Communicate with parents in a professional, open and supportive way regarding pupil progress – academic and pastoral
- Maintain wise use of resources and supplies
- Take responsibility for co-ordinating a subject area
- Engage fully in the life of the school
- Work and act professionally at all times in accordance with school policies

Organisational chart

The KS2 Teacher normally works within the Preparatory School. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academic achievement and high standards of character from its pupils and staff. This school values each of its learners and actively seeks to develop the God-given potential in every child.

HHA/MHG/Feb18



Claremont Fan Court School



Position Outline and Person Specification

KS2 Classroom Teacher – Preparatory School

Position

A full time Preparatory School Classroom Teacher is required from September 2018.

Outline

- The role includes having specific responsibility for the pastoral and academic progress of a class of Preparatory School pupils.
- Teachers plan and prepare in collaboration with a colleague at the same year level and in line with school policies and procedures.
- Classroom teachers are responsible to the Head of the Preparatory School.
- All staff are expected to contribute to the school's pastoral and extra-curricular programmes.
- All staff are expected to demonstrate a willingness to promote, and be loyal to, the ethos of the school.



Background and Accommodation

All staff are expected to uphold the moral ethos and the Christian foundation of the school and to help deliver the school's character education programme. In addition, they are expected to attend regular meetings, including morning briefings and departmental meetings after school, and to participate fully in extra-curricular activities. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work.

The successful candidate for this post is likely to be enthusiastic, creative and industrious, with a balanced outlook and a good sense of humour.



Classroom teachers work under the direction of the Head of Preparatory School. As well as its own assembly hall and library, the Prep School shares the use of music rooms, art room, science room, DT studio and sports halls with the Senior School. In 2018-19 we enter an exciting phase for the Preparatory School and will move to new classrooms on site while the Preparatory School is refurbished. The Preparatory School has secretarial support, teaching assistants and specialist staff for a variety of subjects.

Person Specification

The successful candidate is likely to match the following characteristics:

- Possess a strong degree and a teaching qualification
- Have knowledge of the national primary curriculum and national strategies
- A specialist interest in English is desirable
- Proven track record of subject leadership
- Demonstrate excellence in all aspects of teaching and learning
- Possess an understanding of the skills required when teaching pupils with a range of learning styles and abilities
- Be conversant with strategies for raising standards of achievement
- Demonstrate an understanding of assessment strategies
- Have an ability to support students through the integration of ICT within an e-learning environment
- Have an understanding of appropriate strategies for managing pupils' behaviour
- Be equally capable of working independently or as part of a team
- Show a creative approach to teaching with the ability to motivate children
- Have the ability to contribute to the school's extra-curricular activities
- Possess a commitment to setting high expectations of pupils
- Have the ability to cope effectively with administrative and organisational tasks
- Good communication skills Have a commitment to ensuring an excellent level of pastoral care
- Provision of an effective learning environment appropriate to the 21st century
- Demonstrate an interest in ongoing professional development
- Energy and enthusiasm in all aspects of school life; avoiding a 'clock-in/clock-off' approach
- Be a well-presented, professional role-model who is able to inspire confidence in students, colleagues and parents
- Demonstrate an understanding of, and affinity with, the unique ethos of the school

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